



INSTRUCTIONS FOR FIRE ALARM PERMIT APPLICATION

To install or alter any type of fire alarm system in a building regulated by the Ohio Building Code and located within Columbus City Limits, the installing contractor shall be certified by the State Fire Marshall's Office, shall be registered by the City of Columbus, and shall obtain a Fire Alarm Permit from the City of Columbus, Building Services Division by submitting documents as follows:

Submit to The Building Services Division Information Counter at 757 Carolyn Avenue:

1. Four (4) copies of fire alarm drawing with information required by The Ohio Building Code. Drawings shall include to-scale floor plans with room uses and shall include a description of the system, sequence of operation, cut-sheets of equipment, and other pertinent information. Drawings shall bear the seal or shop drawings approval of the Ohio Registered Architect or Engineer responsible for design of the system, or Ohio Fire Alarm Designer Certification, per The Ohio Building Code.
2. One (1) completed Fire Alarm Permit Application (PW-8).
3. Check for permit fee made payable to Columbus City Treasurer.
For calculation of fees, see The Building Services Fee Schedule.

*NOTE: Permit requirement exceptions may apply for dwelling units - See Columbus City Code Sections 4113.75.

Submit to the Columbus Division of Fire, Fire Prevention Bureau at 3639 Parsons Avenue:

1. One (1) copy of Fire Alarm drawings, etc. as described in (1) above.
2. Contact the Fire Prevention Bureau for additional requirements including application and fee schedule (614) 645-7641.

Plan review by The Building Services Division takes a minimum of two (2) weeks from the time submitted to issuance of a Fire Alarm Permit. The permit clerk will call the submitting Fire Alarm Contractor when the Fire Alarm Permit and approved drawings are ready for pick-up.

For non-Fire Department related questions call:

Contractor Registration	(614) 645-6083
Fees/Cashier	(614) 645-6090
Status and Processing	(614) 645-6079
Plan Review/Technical Questions	(614) 645-7943

Issuance of a fire alarm permit by The Building Services Division does not include review by the Columbus Fire Prevention Bureau. The Fire Prevention Bureau will contact you directly regarding any issues relative to the Columbus Fire Prevention Code and may deny occupancy of the building if issues are not resolved.

For Fire Department related questions call:

Fire Prevention Bureau	(614) 645-7641
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